

**SECRET**

OFFICE OF FINANCE STAFF MEETING MINUTES

18 August 1982

A. Items from Mr. Sherman:

1. Mr. Sherman reported the DDA will be starting a monthly meeting process on LIMS and ACIS progress.

2. Mr. Sherman reported he signed off on an OFN addressing those occasions in which properly approved cash advances, reimbursement, and payments cannot be made directly by a disbursing office to an employee or other authorized individual for whom the funds are intended. Effective immediately, certifying officers will ensure that procedures outlined in this OFN are applied when funds are to be disbursed to an employee for delivery to a second employee or other authorized individual.

3. Mr. Sherman reported he requested formal notification concerning any proposed move of CSAD [REDACTED] 25X1

B. Around-the-table:

25X1 1. [REDACTED] reported working on a HQS. Notice re direct deposit of salary checks.

25X1 2. [REDACTED] reported meeting with O/Logistics representatives on prompt payment and discussing principally what needs to be settled; reported receiving a lot of cooperation from the Group, and that a joint group policy paper is being prepared. Also reported contractors are looking at Key building wiring in connection with installation of WANG terminals.

[REDACTED] 25X1

25X1 4. [REDACTED] reported he will be leaving 22 August for a four-week TDY returning approximately 21 September.

25X1 5. [REDACTED] reported Finance has received the Five-year program paper from the DDA containing planning assumptions and goals. Our product will determine the Office's MBO's for the next year.

25X1 6. [REDACTED] reported setting up a meeting on electronic receiving. Also he is setting up a meeting with Directorate Budget officers re processing of WANG contracts and how to expense them. 25X1

~~SECRET~~

- 25X1 8. [ ] reported his trip to New Orleans to review the Department of Agriculture's payroll system has been deferred until September. Also will be picking up a copy of the paper on the Tax Equity Act of 1982. The Insurance premium payment process while in a LWOP process will begin with the upcoming pay period. Also reported there will be a meeting on Friday [ ] 25X1
- 25X1 [ ] re IOD.
- 25X1 9. [ ] reported meeting with [ ] Chief, Supply Management Branch, O/Logistics re MPA/PRA. Reported received a copy of Apportionment and Reapportionment Schedule No. 19 which authorizes the withdrawal of \$1 million from the Reserve which was approved by OMB. Reported sent 5 Notices to AD/PP, regarding cut-off dates for year-end business processing and special reporting which will be provided to Directorate and B&F offices. Met with ODP on status of work orders that affect Accounts Division that are pending for completion this month. Reported changes on handling of delinquent advance accounts was approved on 2 August. Also reported sending a memo to D/Logistics re modifications to CONIF to accept line-item commitments and obligations. 25X1
- 25X1 10. [ ] announced the following assignments:
- 25X1 [ ]

~~SECRET~~